

Attachment 2

Community Advisory Committee Terms of Reference

422 Sixth Street – Community Advisory Committee

Terms of Reference

This Community Advisory Committee would operate according to the following terms of reference.

Purpose

The purpose of the Community Advisory Committee (CAC) is as follows:

- To build and maintain positive relationships amongst the community, the building operator, the City and the funding partners.
- To facilitate collaboration, information sharing, two-way communication and transparency.
- To identify opportunities to welcome supportive housing residents and involve them in community activities and events.
- To resolve issues related to building management, operation and programming.

Membership

The membership could include the following representatives:

- Lower Mainland Purpose Society (1)
- BC Housing (1)
- Canada Mortgage and Housing Corporation (1) (?)
- City of New Westminster (1 or 2)
- AMIRA Strata Council (1)
- Bent Court Resident (1)
- Brow-of-the-Hill Residents' Association (1)
- Community-at-Large (2)
- Local Businesses (2)
- Royal Academy Child Care (1)

Consideration could be given to a supportive housing resident as long as it does not place this individual in a vulnerable position. Perhaps they could provide a resident update as part of the operator and building update and discussion, which is an agenda item. As such, they would only attend a portion of the meeting.

Selection Process

The identified organizations will select their own members and one alternate.

Business and community members-at-large will be selected through an application process with preference given to persons who:

- are willing to abide by the committee terms of reference and the required time commitments;
- are not affiliated with a member association, group or organization;
- have an interest in the community; and,
- live and/or work within the immediate radius of the supportive housing site.

Orientation

Each committee member and his or her alternate will receive an orientation booklet, which will provide information about the supportive housing, the operator and the funding partners, including relevant policies and procedures and contact information. It will also include a copy of the Good Neighbour Agreement. The booklet will also include these terms of reference and the meeting schedule for the upcoming year. If a committee member is unable to attend, it is encouraged that he or she orients his or her alternate, and communicates any information that he or she wants to share with the committee.

Time Commitment

Three months prior to building occupancy and three months afterwards, the committee will meet on a monthly basis. The meetings will then shift to a bi-monthly basis unless determined otherwise by the committee members. In addition to regular meetings, there may be occasions when special meetings may be called for a particular reason. As much advance notice as possible will be given to ensure members can make necessary arrangements.

Participation

The committee will serve as an advisory group and not a decision-making body. To ensure that committee meetings have the full spectrum of community perspectives, attendance at all regular meetings is required by all representatives or their alternates. Should more than two regular meetings be missed, the member will be contacted to

determine whether he or she still wishes to continue as a member or to discuss whether a new representative and/or alternate is appropriate.

Committee members may, on occasion, wish to invite a guest to observe the meeting. Such requests must be submitted by e-mail or in writing to the facilitator at least one week prior to the meeting for approval. Any guests that attend will be asked to observe and not participate in the discussions. When appropriate, specialists may also be invited to participate in meetings to address specific agenda items. Depending on the nature of the agenda items being discussed, a meeting may move into a closed session, during which time any guests or specialists will be requested to leave the meeting room for the duration of the closed session.

Committee membership is on a volunteer basis and members will not be remunerated for their time.

Term

The committee will operate for a period of up to 15 months after occupancy. At the end of this term, the committee's utility and the relevance of the terms of reference will be reviewed. Should the committee members agree that it should continue, this review and consideration of continuance, adjustment or cessation will be conducted annually.

Facilitator

The meetings will be facilitated using a neutral process facilitator who will serve as an impartial individual to guide the process, facilitate respectful dialogue, address difficult situations, and maintain an environment that is conducive to sharing information and encouraging all members to contribute. The facilitator will be responsible for keeping the committee on time and on task and working with the meeting administrator to prepare committee agendas and meeting notes.

The facilitator will develop and follow a structured agenda, including:

- Operator and Building Update and Discussion
- City and Funding Partner Update and Discussion
- Community Organization and Community Member Update and Discussion
- Business Member Update and Discussion
- Identification of Action Items and Follow-Up
- Other Business and Next Meeting

The meetings will be structured to encourage free and open discussion of relevant issues and opportunities, within the constraints of the planned agenda. The goal is not to seek consensus or majority rule but to discuss and record comments and responses; propose solutions; and work towards constructive outcomes.

Meeting Administrator

The meeting administrator, which could be a City or Purpose Society staff member, will provide administrative support in scheduling meetings and liaising with committee members; assisting with preparing agendas and meeting notes, including action items and follow-up, and overseeing the distribution of meeting agendas and notes. The meeting administrator is not a representative of the committee and will solely support meeting logistics and record proceedings.

Meeting Notes

The meeting notes will not be verbatim recordings but will attempt to capture the essence of comments and responses. Particular care will be taken in summarizing sensitive matters to ensure that privacy considerations are taken into account and that personal information is not compromised. All actions will be noted in the meeting notes, including who will be responsible for implementation and when the action will be implemented. Recording of the meetings (both audio and visual) by committee members or guests is not permitted. The meeting notes will be shared with members of Council upon request.

Rules of Conduct

In order to ensure that the committee is maintained as a forum to freely exchange information, discuss issues and opportunities, and work towards constructive outcomes, members and alternates will agree:

- To operate in accordance with the terms of reference.
- To regularly participate at scheduled committee meetings.
- To be respectful of differing and diverse opinions and views.
- To actively listen to others.
- To refrain from using disrespectful language or engaging in abusive or threatening behavior.

- To respect the right of the building operator to protect the privacy and confidentiality of individual supportive housing residents and staff.¹
- To not act as a spokesperson for the committee.

In the event that a committee member is unable or unwilling to abide by the terms of reference and rules of conduct, the facilitator reserves the right to rescind the membership of that member and to seek a new member to replace him or her.

Terms of Reference Revisions

From time to time, it may be necessary to amend the committee terms of reference. This will be agreed upon, with the active involvement of committee members to ensure that the changes are supported.

¹ Committee members and their alternates will sign a confidentiality agreement. If there is a change in membership, any new committee members or alternates will be required to sign the confidentiality agreement. The confidentiality agreement will clearly specify information and scenarios which are confidential – e.g., the name or description of a supportive housing resident; the name, address or other identifying information of a community member expressing a concern; the sharing of information related to an act or allegation which has not been substantiated; etc.